

OTM 5

MEMORANDUM TO:

FROM : Acting Personnel Director

SUBJECT : Revised T/O Format

1. The new T/O for will be published in a somewhat different form from that used in the past. This new format will provide additional information which should be of value to your Office as well as to the Personnel Office in facilitating the keeping of accurate personnel records and processing of personnel actions.

2. At such time as T/O's for all CIA offices have been converted to the new system, revised procedures for the use of T/O data for initiating personnel actions will be published on an Agency-wide basis. In the interim, the following instructions will apply specifically to your Office:

a. Organizational Structure: No change of form or use.

b. Position Titles: The position title appearing on the T/O will be the official classification title to be used on all personnel records and documents. Abbreviations are used for the longer titles in order that space requirements on various personnel records and forms may be met. Use the abbreviated titles as listed on the T/O when preparing Personnel Action Requests, Form 37-3; and Confidential Funds Personnel Action, Form 37-1. Substitute parentheses for the dash wherever the latter appears in a T/O title; for example: use Secretary (Steno), not Secretary-Steno. The use of parentheses in such cases is required by the Civil Service Commission; however, this symbol cannot be printed by available tabulating equipment.

c. Grade: The Grade column has been expanded to include the numerical Civil Service series code applicable to the type of work performed by incumbent of each position. For example, the position of Educational Specialist will be coded to the GS-1710 series (Education and Training Series). The series code will precede the numerical grade of each position on the T/O and, in the future, on all personnel action requests, e.g., GS-1710 14.

d. Position Number:

(1) Form: (a) A single series of numbers beginning with one will be assigned by the Personnel Office for each organizational component equivalent to or higher than the office level; (b) Within this series, numbers will be assigned in consecutive order to individual positions authorized on the new T/O without

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No Change In Class.

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terms of duties performed and qualifications required will be keyed together on the T/O. This is accomplished by assigning a regular position number to the first such position on the T/O and assigning this same number plus decimals beginning with .01, .02, etc., to following additional identical positions. For example:

## Sample T/O

S Division Y Branch	<u>Code Z</u>	<u>Grade</u>	<u>Pos. No.</u>
Intel. Officer		GS-132 13	124
Intel. Officer		GS-132 12	125
Intel. Officer		GS-132 12	125.01
Intel. Officer		GS-132 12	125.02
Intel. Officer		GS-132 12	126

In the above T/O, positions identified by the basic number Z125 are identical to each other. Position Z126 is not identical to Z125 or decimals thereto and is, therefore, assigned a separate number. When preparing personnel documents, indicate position numbers of "A.I." positions by using a decimal point in lieu of the space appearing on the machine run; (i.e., use Z125.01 instead of Z125 01).

(e) The position number will be used in the following manner to identify "block" jobs (jobs at lower grade than T/O authorization used temporarily for training purposes, for hiring new employees on a trial basis, or for assignment of present employees when their qualifications or performance are not sufficient for official assignment to the T/O grade):

(1) The T/O will indicate only the full grade authorized for each position as, for example:

<u>Title</u>	<u>Grade</u>	<u>Code Z</u>	<u>Pos. No.</u>
Intel. Officer	GS-132 13		37

If recruitment or transfer action to this position is effected at GS-12, the position number applicable for personnel documentation is Z37-12. Note that the basic position number is followed by a dash and the GS or CPC grade which the incumbent will hold. When the incumbent qualifies for and is performing the full job, he may be promoted to GS-13 to position number 237.

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(2) Similarly, if the foregoing position is filled at GS-11, the position number 237-11 is used.

(3) If position to be blocked is listed on the T/O as an additional identical position, for example:

<u>Title</u>	<u>Grade</u>	<u>Code Z</u>	<u>Pos. No.</u>
Intel. Officer	GS-132 14		38.01

The proper position number to be used for occupancy at GS-13 is 238.01-13.

(4) A block job normally is in the same classification series as the basic job. (A list of certain exceptions for lower-graded clerical positions will be provided. See Attachment 1). If a lower-grade block job is required in a different series, the basic job should be changed on the T/C to correspond.

(f) It will be used in numbering positions approved on the T/O at multiple grades, for example:

<u>T/O Title</u>	<u>Grade</u>	<u>Code Z</u>	<u>Pos. No.</u>
Intel. Officer	GS-132 5/14		123

This situation is comparable to the block job problem just discussed and will be handled in the same manner. The highest grade level recognized on the T/O will be considered to be identified by the position number assigned. Any lower-grade levels utilized within the range provided will be identified on personnel documents by the basic job number followed by the grade used, for example:

Intel. Officer      GS-132 7. USE      Pos. No. 2123-7

T/O designation for this position will require no change from GS-132 5/14 listed above.

(g) The position number will be used at a later date also as the recruitment request number to identify and control personnel action requests involving direct recruitment. However, no change will be made in existing procedures for preparing and processing recruitment requests at this time.

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